

ALBERTA CORRESPONDENCE SCHOOL

MAILING INSTRUCTIONS FOR CORRESPONDENCE ASSIGNMENT BOOKLET

1. BEFORE MAILING YOUR ASSIGNMENT BOOKLET PLEASE SEE THAT:

- (1) All assignments are completed. If not, explain why.
- (2) Your work has been re-read to ensure accuracy in spelling and details.
- (3) The booklet cover is filled out and the correct module label is attached.

2. POSTAGE REGULATIONS

Do not enclose letters with Assignments Booklets.

Send all letters in a separate envelope.

3. POSTAGE RATES

First Class

Take your Assignment Booklet to the Post Office and have it weighed. Attach sufficient postage and a green first-class sticker to the front of the envelope, and seal the envelope. Correspondence Assignment Booklets will travel faster if first-class postage is used.

Try to mail each Assignment Booklet as soon as it has been completed.

When you register for correspondence courses, you are expected to send Assignment Booklets for correction regularly. Do not send more than one Assignment Booklet in one subject at the same time.

THE FRONT COVER OF THE ASSIGNMENT BOOKLET MUST BE COMPLETED FOR EVERY MODULE SUBMITTED FOR CORRECTION, AS ILLUSTRATED BELOW

Correct use of Mailing labels will ensure prompt processing and grading of your Assignment Booklets.

The Mailing Labels must be checked for spelling and address details.

Please advise the Alberta Correspondence School promptly of any changes in name, address, school, or any other details and we will issue a revised set of labels. Your file number is permanently assigned and **must** be included on all correspondence with the Alberta Correspondence School. If the proper label is not attached to each Assignment Booklet as indicated, it will delay your **course** work being processed and credited to you.

Mailing Labels are to be attached to the Assignment Booklets in the space provided for student name and address.

Check carefully to ensure that the **subject name**, and **module number** on each label corresponds exactly with the module you are submitting.

Labels are to be **peeled off** waxed backing paper and **stuck on the cover of the Assignment Booklet**.

Only **one** label is to be placed on each Assignment Booklet.

The diagram shows the front cover of an assignment booklet divided into several sections:

- FOR STUDENT USE ONLY:**
 - Date Module Submitted
 - Time Spent on Module
 - (If label is missing or incorrect)
 - File Number
 - Module Number
- FOR SCHOOL USE ONLY:**
 - Assigned Teacher
 - Module Grading
 - Graded by
 - Date Module Received
 - Module Assignment Recorded
- Student's Questions and Comments:** A large empty box for student input.
- Bar Coding Section:** A vertical bar code with labels: MODULE, FILE NUMBER, COURSE NAME, NAME, ADDRESS. A note says: "Please verify that prepriated label is for correct course and lesson".
- Teacher's Comments:** A box at the bottom for teacher input, with a signature line and the word "Teacher".

Arrows from external text point to the following fields:

- Module Number:** Points to the "Module Number" field in the "FOR STUDENT USE ONLY" section.
- Course Name and Number Student File Number:** Points to the "FILE NUMBER" and "COURSE NAME" fields in the bar coding section.
- Bar Code (same information as above):** Points to the bar code itself.
- Student name and Address:** Points to the "NAME" and "ADDRESS" fields in the bar coding section.

When revised labels are received, place the **correct** new labels on your Assignment Booklets.

DO NOT MARK OR COVER BAR CODING.

CHANGE OF ADDRESS

If the address on your Assignment Booklet differs from the address you supplied on your registration application, please explain. Indicate whether the different address is your home, school, temporary or permanent change of address.



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**Health and Personal
Development 10**

**Module 2
Assignment Booklet**

Health and Personal Development 10
Assignment Booklet
Module 2
Alberta Correspondence School
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Lesson 1

EXERCISE 1

1. Use the Safe Driving Chart found on page 18 of Lesson 1 to answer questions (a) and (b).

(a) You are a 125 lb. person who has been at a party for four hours. You have consumed about six one-ounce drinks during this time. You now plan to drive home. Is it relatively safe for you to do so? Describe your driving ability in terms of the safe and legal limits.

(b) You are a 150 lb. man who has dropped into a tavern for an hour. During this time you have consumed four bottles of beer. What is the state of your driving ability? Describe your driving ability in terms of the safe and legal limits.

2. Explain at least four ways in which alcohol abuse may damage the body.

END OF LESSON 1

Start reading Lesson 2 before completing any exercises beyond this point.

Lesson 2

EXERCISE 1

1. Explain what child abuse is.

2. Do you agree with what is usually classified as child abuse? If not, what would you classify as child abuse?

3. If we know of a case of child abuse, we must call the Child Abuse Hotline. Tell what we can do **in addition to** reporting abuse. What can we do ourselves to help families where child abuse is occurring? Give specific suggestions.

END OF LESSON 2

Start reading Lesson 3 before completing any exercises beyond this point.

Lesson 3

EXERCISE 1

1. What are some of the dangers of excessive laxative use? Why should you never take a laxative when you have abdominal pain?

2. What are some of the major hazards of “fad diets”?

3. What is the best way to attempt to lose body weight?

END OF LESSON 3

Start reading Lesson 4 before completing any exercises beyond this point.

Lesson 4

EXERCISE 1

In this exercise you will need to do research on a career which you find interesting. You should do library research and you may need to interview a person in the career area you are interested in to answer the questions that follow.

1. Name of occupation _____

2. List the sources of occupational information you used. You are expected to have at least two sources, one of which must be written information. For each written source of information, give the title, the publisher and the date. If you interviewed somebody, give their name and occupation.

3. Will more or fewer workers be required in this occupation in the future? Why will these changes take place?

4. What are the specific duties of people in this occupation?

5. What personality traits would be helpful in this occupation?

6. (a) What education or training is needed? What is the program like? How long does the program take?

(b) Name a couple of institutions where one can get the needed education or training.

7. (a) What is a typical starting pay rate? _____

(b) What is an average pay rate? _____

8. What are the opportunities for promotion? To what could you be promoted?

9. What do you like about the occupation?

10. List a few things you dislike about this occupation or that you think you might not like about this occupation?

11. List several related occupations?

END OF LESSON 4

Submit your Assignment Booklet for correction now.

MODULE EVALUATION

Please evaluate this module. It is important that you use accurate, descriptive words. Good, well done, awful or gross do not help us much. We need to know specific examples of areas where we can improve the module.

1. Review the terms, concepts and skills in the module. List any of the terms, concepts or skills you feel were not adequately covered or explained.

2. Would you like some additional help or information about any of the areas you listed in question 1? If so, list the areas in which you would like additional help below.

3. (a) Did you phone your correspondence teacher(s) for help?

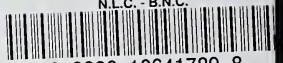
Yes _____ Sometimes _____ No _____

- (b) Do you feel telephoning your correspondence teacher(s) would be helpful?

4. (a) Have you received any modules back from your correspondence teacher yet?

- (b) If you have received modules back from the correspondence school, tell us how we could improve our responses and suggestions.

N.L.C. - B.N.C.



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